

HARCOURTS PROPERTY MANAGEMENT

RESIDENTIAL TENANCY APPLICATION

Thank you for applying to rent through Harcourts. Please complete the form in full and ensure all declarations are read and signed. You may either return the completed form in person, fax or email it to your Property Manager. We must confirm your identity through viewing a government photo identification prior to renting.

Each person that wants to be named on the subsequent Tenancy Agreement is required to complete a Residential Tenancy Application. Also, to avoid disappointment, first contact us to establish the status of the property availability before completing this form.

PLEASE DO NOT SUBMIT THIS APPLICATION PRIOR TO VIEWING THE PROPERTY.

PRIVACY DISCLOSURE STATEMENT

Your privacy is important to us. As a professional asset and property management company, Harcourts collects personal information about you for the purposes of assessing your application for residential tenancy. Your information is used primarily:

- For approval/rejection of your tenancy application by Harcourts;
- To obtain a credit check either through Equifax or Transunion, and;
- To obtain references from individuals that you have supplied and you have agreed we can contact;

If your tenancy application is successful, there are secondary purposes where your personal information may be used:

- To contact your designated emergency contact in the event something happens to you;
- To enable tradespeople to contact you in the case of an emergency;
- To enable tradespeople to contact you in the event there are repairs or maintenance required on your property (with appropriate notice and detail provided);
- If a strata property, to comply with the required information on the Form K and personal information required by the Strata (note: this does not include your business address, phone number, fax number or email address unless you want to supply it);
- At your request, to provide future rental references to other landlords/agents/lessors, and;
- By a real estate agent for the purposes of showing the property to prospective purchasers.

RESIDENTIAL RENTAL APPLICATION PRIVACY CONSENT

Definitions:

The word **“information”** means **credit information, personal information** and information about the services you use that are provided by the **Landlord as listed in this rental application** and information relating to your tenancy at **the Premises applied for in this rental application** including information regarding the duration of your tenancy, monthly rent, emergency contacts and any matters relating to your lease/tenancy agreement, including misrepresentations relating to, defaults under and/or breaches of your lease/tenancy agreement or any other matter experienced by The Landlord.

“Credit Information” means information about you, including your name, age, date of birth, occupation, place of residence, previous places of residence, occupancy length, marital status, co-occupant’s/spouse’s/same-sex partner’s name and age, number of dependents, particulars of education or professional qualifications, field of employment, places of employment, previous places of employment, employment durations, estimated incomes, paying habits, outstanding debt obligations, cost of living obligations, involvement in bankruptcy proceedings or landlord and tenant disputes, assets, and banking information (including account and credit card information).

“Personal Information” means information about you other than credit information that is relevant to your suitability as a tenant, including information gathered from references (provided by you to The Landlord) concerning your character, reputation, physical or personal characteristics or mode of living or about any other matter or experience concerning you that is relevant to your suitability as a tenant.

Collection, Use and Disclosure of Information

In consideration for the Landlord accepting you as a tenant and entering into a lease/tenancy agreement with you, you expressly consent and authorize the following:

1. The Landlord may obtain Information about you through a tenancy and/or credit report conducted by Rent Check Credit Bureau and as permitted or required by law. You expressly authorize Rent Check Credit Bureau to provide Credit Information regarding you to the Landlord.
2. The Landlord may use information about you to determine your suitability as a tenant and as permitted or required by law.
3. The Landlord may disclose Credit Information about you to Rent Check Credit Bureau, as permitted or required by law, for inclusion within a database or rent-roll information and within a tenancy file on you, for purposes of:
4. Tenant reporting and credit reporting in accordance with provincial credit and consumer reporting acts;
5. Establishing a credit history and/or rental history.
6. Maintaining aggregate statistical data for purposes of tenancy and credit scoring; and,
7. Supporting the credit approval process in accordance with governing legislation.
8. You expressly authorize Rent Check Credit Bureau to retain positive Credit Information regarding you for the purposes outlined in section 3 above, for up to 20 (twenty) years. Negative Credit Information shall be maintained on record in accordance with provincial credit and consumer reporting acts.
9. You agree that all statements on this Residential Rental Application are true and you expressly authorize all references given to release information about you to The Landlord for verification subject to sections 1 to 5 above.

Yes, I have read and agree with the collection, use and disclosure of Information as outlined above.
I have read, understood and voluntarily agree to the terms and conditions outlined above.

Print Name

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Applicant Signature:

Day Month Year

1. PROPERTY DETAILS

Address of Property applying for:

suite	street number	street	city	province	postal code

Have you viewed the property? Yes No Preferred lease term 12mths 6mths Other _____

Preferred Tenancy Commencement Date: / / Rent (monthly): \$ _____
Day Month Year

2. PERSONAL DETAILS

First Name, Middle Name, Last Name	Birth Date (dd/mm/yyyy)

Have you been known by any other name? Yes No If yes, please provide? _____

Email Address	Mobile Ph #	Home Ph #	Work Ph #

3. ADDRESS/RENTAL HISTORY

Current Address

suite	number	street	city	province	postal code

Are you currently: Renting Own your own home Just sold Roommate Other _____

Length of time at address: _____ Why are you leaving this address? _____

Monthly rent/mortgage paid: \$ _____

Name of landlord/agent:	Landlord/agent phone #	Landlord/Agent email:

Is your landlord/agent aware that you are looking for another property? Yes No Do you currently have homeowner Yes No

Can we contact your current landlord/agent for a Tenancy reference? Yes No or tenancy insurance?

Previous Address

suite	street number	street	city	province	postal code

Did you Rent Own your own home Just sold Roommate Other _____

Monthly rent/mortgage paid: \$ _____ Length of time at address: _____

Name of landlord/agent:	Landlord/agent phone #	Landlord/Agent email:

If you rented was your security deposit refunded in full? Yes No

If not, please provide details _____

Can we contact your previous landlord/agent for a Yes No tenancy reference? Have you ever received a "Notice to End Tenancy"? Yes No

Do you own or intend to own any liquid-filled furniture (e.g., aquarium, waterbed?) Yes No If so, please provide details _____

Have you ever been late with a rental payment? Yes No _____

4. VEHICLE DETAILS (Vehicle details are only required at tenancy, although for ease, you may provide this information here)

Make	Model	License plate (or provide at time of tenancy)	# of vehicles to reside on property

5. EMPLOYMENT DETAILS

On what basis are you currently employed? Full time Part time Casual Contract Self Employed

Occupation	Employer Name	Employer Address

Contact person	Contact Ph #	Contact Email	Length of employment	Gross monthly income

6. ADDITIONAL TENANCY REFERENCES AND/OR PERSONAL REFEREES

Name	Occupation	Relationship to you

Phone #	Mobile #	Email

Name	Occupation	Relationship to you

Phone #	Mobile #	Email

Can we contact these individuals for a reference? Yes No

7. EMERGENCY CONTACT DETAILS (please provide a contact person not living with you to contact in the event of an emergency)

Full name	Relationship to you

suite	street number	street	city	province	postal code

Home Ph #	Mobile Ph #	Email Address

8. NAMES OF OTHER APPLICANTS APPLYING WITH YOU

Full name	Relationship to you

9. DEPENDANTS/OCCUPANTS

How many people will occupy the property? Adults _____ Children _____ Do any of the intended occupants smoke? Yes No

Name of dependents other than applicant(s) who will be residing at the property:

Name	Age	Relationship to you

10. PETS, IF APPLICABLE (please list details of all pets that will be kept at the property)

Type & Breed:	Weight (lbs)	Height to shoulder (Inches)	Age

Have you rented a property with your pet(s) before? Yes No Do you have reference(s) for your pet(s)? Yes No

At the time, did you have any complaints about your pets? Yes No

If yes, please provide details: _____

11. SUPPORTING DOCUMENTATION

Please attach applicable supporting documentation to this application form, including any written references (personal / tenancy), and if applicable, a written pet reference(s) and/or colour photograph of your pet(s). Please note, you may be asked to provide income confirmation as proof of financial capability.

DISCLAIMER

I solemnly and sincerely declare (please check):

- The information contained in this application is true and correct and that all information was given on my free will.
- I have inspected the property named in this application.
- I am over 19 years of age.
- I have been given a copy of the Harcourts Residential Tenancy Agreement to review. If not, please contact us for a copy.
- I understand and agree that the acceptance of my application is subject to a satisfactory report being obtained from information supplied on the Tenancy Application submitted by me.
- I understand and agree that should this application not be accepted, the agent is not required or obligated to disclose why or supply any reason for rejection of this application.

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Applicant Signature:

Day Month Year

I agree that I may be contacted electronically by email or SMS by Harcourts or parties related to Harcourts for the purposes of this tenancy application and a subsequent residential tenancy agreement, except for that communication required by law to be communicated on forms and delivered via post, courier, by hand or door delivery.

How did you hear about this property?

- Harcourts website Craigslist Kijiji Word of mouth Newspaper Other _____

THE TENANCY APPLICATION PROCESS

Processing: We aim to process your application within 24-48 hours, although this is dependent on reaching references. Only completed applications can be processed.

Residential Tenancy Agreement: Upon approval, we will require you to review and sign the Residential Tenancy Agreement, including any addendums.

Deposit(s) and 1st Rent Payment: Payment consists of a security deposit equivalent to half a month's rent, the first month's rent and, if applicable, a pet damage deposit equivalent to half a month's rent.

Condition Inspection: Together we will inspect your rental property and note any damages or issues in the condition report which is signed by you and your property manager as agreement.

Collecting the Keys: Once the tenancy application is complete, the funds are paid and the previous tenant has moved out, we are then able to provide you the keys at your possession date. Typically keys are provided on or before 1p.m. on the first day of tenancy.

OFFICE USE ONLY

Have you verified the applicant's identification through viewing either a Driver's License or Passport photo?